

## PRIVACY POLICY

### 1. INTRODUCTION

- a) We regard customer privacy as an important part of our relationship with our customers. The following privacy policy applies to all Humphries Associates users, and conforms to Internet privacy standards.
- b) If you have questions or concerns regarding this statement, please contact Humphries Associates Ltd at 09 634 3150 and speak with Michael Humphries, Director.

### 2. COLLECTION AND USE OF INFORMATION

- a) In order to use the Humphries Associates Ltd website, we may require information from you and other sources in order to provide the best service possible.
- b) All correspondence may also be collected and stored, particularly in regard to sales, support and accounts, including email, financial information and correspondence.

### 3. STORAGE OF COLLECTED INFORMATION

- a) The security of your personal information is important to us. When you enter sensitive information (such as credit card numbers) on our website, we encrypt that information using secure socket layer technology (SSL). When Credit Card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete Credit Card details.
- b) We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. If you have any questions about security on our Website, you can email us at [admin@humphriespeople.co.nz](mailto:admin@humphriespeople.co.nz).

### 4. ACCESS TO COLLECTED INFORMATION

If your personally identifiable information changes, or if you no longer desire our services, you may correct, update, delete or deactivate it by emailing us at [admin@humphriespeople.co.nz](mailto:admin@humphriespeople.co.nz).

### 5. COMMUNICATIONS

- a) Humphries Associates Ltd uses personally identifiable information for essential communications, such as emails, accounts information and critical service details. We may also use this information for other purposes, including some promotional emails. If at any time you do not wish to receive such correspondence, you can request to be removed from any mailing lists by emailing us at [admin@humphriespeople.co.nz](mailto:admin@humphriespeople.co.nz) or by opting out.
- b) Our customer service contact details are [admin@humphriespeople.co.nz](mailto:admin@humphriespeople.co.nz).
- c) Humphries Associates Ltd is not liable for any security or privacy breach or hacking that occurs as a consequence of your failure to use systems and online procedures that are secure and authenticated when communicating information to Humphries Associates. You play an important role in protecting your information by taking basic precautions to protect your computer and data. You should keep your computer secure, only deal online with people and organisations you know and trust, and check that your personal information travels across the internet on secure connections. There are many resources about computer security (such as websites, books and magazines) that can help guide you on what security precautions are appropriate for your situation.

### 6. THIRD PARTIES

- a) Humphries Associates Ltd may at its discretion use third parties to provide essential services on its site or for its business processes. We may share your details as necessary to third parties to provide that service.
- b) Humphries Associates may need certain information to complete the services agreed to. As already stated, we protect our information when collecting, using, and storing it. There may be occasions when we need additional information from third parties such as solicitors, bankers, stock and station agents, or other organisations, in order to complete the services agreed to. Under the terms of the Privacy Act (1993) you authorise us to seek and to provide information relating to your affairs direct from such third parties as you specifically name, either verbally or in writing.
- c) These third parties are prohibited from using your personally identifiable information for any other purpose. We take no responsibility for inappropriate use by third parties.
- d) Humphries Associates Ltd does not share any information with third parties for any unknown or unrelated uses. In addition to this, Humphries Associates Ltd, as members of Chartered Accountants™ Australia and New Zealand, are subject to and bound by the rules and procedures of the organisation, so work and files are subject to practice review rules and requirements. Compliance with professional rules and standards is monitored. These procedures may require us to disclose part or all of your information to Chartered Accountants™ Australia & New Zealand, its reviewers and/or disciplinary bodies. You therefore acknowledge and agree to disclosure of files and information made for these purposes. We assure you that the same ethical standards regarding confidentiality that we adhere to will apply in this circumstance.

## **7. LEGAL**

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with the work you have contracted us to do for you, a judicial proceeding, court order, or legal process served on our Website.

## **8. LINKS**

Links on the Humphries Associates Ltd website to external entities are not covered within this policy. The terms and conditions set out in this privacy statement only cover the domain names directly maintained by Humphries Associates Ltd.

## **9. TIMELY BASIS OF INFORMATION**

The information you need to supply to us to complete the services we have both agreed to must be provided on a timely basis, so that the engagement can be completed within the limits imposed by the law. Failure of the customer to supply the information on time and within set time frames is the responsibility of the customer.

## **10. RETENTION OF RECORDS**

We will store accounting records that we hold on your behalf for a period of 7 years after the applicable balance date. At the end of that period, unless you advise us requesting they be forwarded to you, the records will be destroyed using a secure document destruction method.

## **11. CHANGES TO PRIVACY POLICY**

Any changes to our privacy policy will be updated on our website. We reserve the right to modify this privacy statement at any time, so please review it frequently.

## **12. USE OF 'COOKIES'**

Some Humphries Associates web pages use 'cookies', which are small files that may be placed on your hard disk for record-keeping purposes. A cookie allows us to remember who you are. Cookies can make your subsequent visits to the web page simpler and more seamless. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether or not to accept it. (However, by not accepting cookies, some web pages may not display properly or you may not be permitted to access certain information.)

## **13. TO STOP INFORMATION**

If you have any questions or comments about our privacy practices, or would like to correct or update information provided to Humphries Associates Ltd via our website, please contact us by either clicking on the 'Contact Us' button on every page on [www.humphriespeople.co.nz](http://www.humphriespeople.co.nz), or by sending an e-mail to Michael Humphries at [michael@humphriespeople.co.nz](mailto:michael@humphriespeople.co.nz).